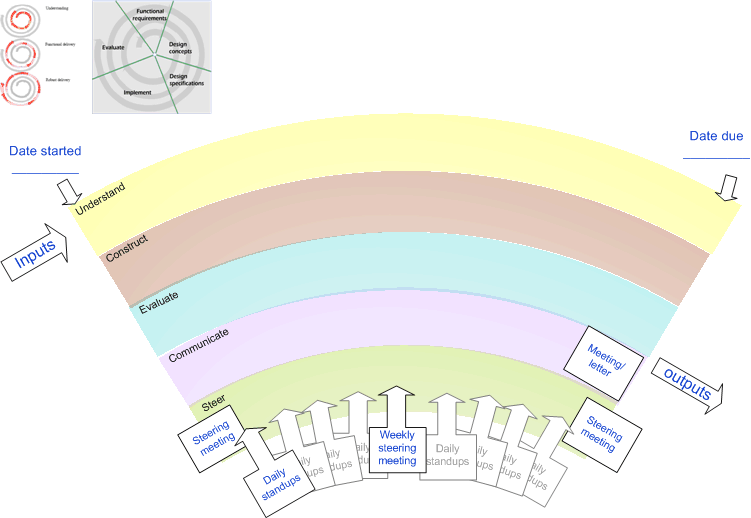
Date\_\_\_\_\_\_\_

Section % done\_\_\_\_\_\_\_

Last communication with client (what/when) \_\_\_\_\_\_\_\_\_\_

Change to date

Edit these boxes

input

To show workflow

From input to output

output

Change to date

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Person** | | |
| Allen | Brent | Rachel |
| What have you done since yesterday? |  |  |  |
| What are you going to do today? |  |  |  |
| Are there any obstacles to your progress? |  |  |  |

|  |  |
| --- | --- |
| **Changes**  Agents  Responses |  |
| **Prototype**  Question  Method  Answer |
| **New Story** |
| **Idea Park** |
| **Risks** |
| **Escalate** |
| **Unknowns** |
|  |
| **Added to Evidence Portfolio** | |

Every day: 2 minute standup and problem solving

Every week: Plus check all 5 streams addressed, check client communication

Each sector: Plus retrospective sector, plan workflow for next sector